

West Virginia State Tax Department

Electronic Funds Transfer Application

☐ New Application
 ☐ Change Taxpayer ID Number
 ☐ Change Name or Address
 ☐ Change Bank Account No.
 ☐ Change Bank Transit or Routing No.
 ☐ Withdrawal

A C C O U N T	TAXPAYER ID	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> </div>																	
	BUSINESS NAME	_____																	
	ADDRESS	_____																	
C O N T A C T	EFT Contact Person: _____																		
	Address: _____																		
	Telephone: () _____										E-Mail: _____								
T A X T Y P E S	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"> <input type="checkbox"/> Consumer Sales & Direct Pay 04201 </div> <div style="width: 33%;"> <input type="checkbox"/> Corporate Net Income 02095 </div> <div style="width: 33%;"> <input type="checkbox"/> Business Franchise 02091 </div> <div style="width: 33%;"> <input type="checkbox"/> Use Tax 04502 </div> <div style="width: 33%;"> <input type="checkbox"/> Other: (Specify) 20099 </div> <div style="width: 33%;"> <input type="checkbox"/> Personal Income Annual 01080 </div> <div style="width: 33%;"> <input type="checkbox"/> Health Care Provider 16066 </div> <div style="width: 33%;"> <input type="checkbox"/> Surface Mining Reclamation 08813 </div> <div style="width: 33%;"> <input type="checkbox"/> Timber Severance 08694 </div> <div style="width: 33%;"> <input type="checkbox"/> Telecom-munications 01993 </div> <div style="width: 33%;"> <input type="checkbox"/> Personal Income Estimated 01290 </div> <div style="width: 33%;"> <input type="checkbox"/> Business & Occupation 04603 </div> <div style="width: 33%;"> <input type="checkbox"/> Cigarette/Tobacco 07208 </div> <div style="width: 33%;"> <input type="checkbox"/> Gasoline Excise 05160 </div> <div style="width: 33%;"> <input type="checkbox"/> Gasoline Retail Dealers 05250 </div> <div style="width: 33%;"> <input type="checkbox"/> Personal Income Bill Payments 01075 </div> <div style="width: 33%;"> <input type="checkbox"/> Solid Waste 12096 </div> <div style="width: 33%;"> <input type="checkbox"/> Soft Drink 07609 </div> <div style="width: 33%;"> <input type="checkbox"/> Severance 08692 </div> <div style="width: 33%;"> <input type="checkbox"/> Withholding 01170 </div> </div>																		
Complete Either Debit Section or Credit Section																			
<input type="checkbox"/> ACH Debit - Taxpayer calls West Virginia Tax Department Pay-by-Phone System I hereby authorize the State of West Virginia, hereinafter called STATE, to initiate debit entries and to initiate, if necessary credit entries as adjustments for any entries in error into my bank account indicated below and the Financial Institution named below, hereinafter called DEPOSITORY, to debit the same any amount(s) owed by me to the State of West Virginia. This authority is to remain in full force and effect until STATE has received written notification from me of its termination in such time and in such manner as to afford STATE and DEPOSITORY a reasonable opportunity to act on it. The use of an EFT PIN will be required to convey my instructions for each transaction. The EFT PIN may be used by me or by my agent.																			
Bank Account Number					Transit/Routing Number (See Reverse)					Type of Account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings					Bank Account Name				
Authorized Signature										Title					Date				
*A voided check for the bank account indicated above MUST accompany this application																			
<input type="checkbox"/> ACH Credit - Taxpayer initiates through own bank I have contacted my bank and confirmed the bank can initiate Automated Clearing House credit transactions that meet West Virginia State Tax Department requirements. For verification the West Virginia State Tax Department may contact:																			
Name of Bank										Bank Contact Person					Telephone No.				
I hereby request the West Virginia State Tax Department grant authority for the above named taxpayer to initiate Automated Clearing House transactions to the State of West Virginia's electronic funds transfer account. I understand these must be in the NACHA CCD+ format using the Tax Payment (TXP) Convention and may only be initiated for the tax types that have been registered for EFT payments with the West Virginia State Tax Department.																			
Authorized Signature										Title					Date				

APPLICATION FOR ELECTRONIC FUNDS TRANSFERS INSTRUCTIONS

Account Information:

- Indicate if the application is to begin electronic funds transfers or to make a Tax Identification Number change, a name or address change, or if you wish to withdraw from the program.
- You must submit separate applications for personal and business taxes.
- You must submit a separate application for each Tax Identification Number.
- If this is a business application, it must be the full twelve digit account number (FEIN + the 3 digit state adjustment code).
- If the application is for Personal Income Tax, you need only your 9 digit social security number.
- Enter the business name as it appears on the business license. Individuals should enter last name first.
- Enter the complete mailing address.

Tax Type Information:

- Mark only those taxes you wish to pay by EFT.
- If you wish to pay a tax not listed, check other and list the taxes you wish to pay.

ACH Debit:

- Clearly print the bank account number the fund will be withdrawn from
- Enter the bank routing number. (See sample check below)
- Indicate whether the account is savings or checking
- PRINT the name on the bank account
- The signature of a person authorized to make withdrawals from this account. Unsigned applications will be returned.

ACH Credit:

- Provide the name of the bank that will be making your transfers, along with the name and telephone number of a person at the bank who can be contacted if problems arise with your transfer.
- Be sure to sign the return; unsigned applications will be returned.

Contact:

- Indicate the name, address, telephone, and email address of the person to contact if there are problems with your application and/or transfers.

Submitting the Application:

Mail the completed application to:

West Virginia State Tax Department
RD-EFT
PO Box 11895
Charleston, WV 25339-1895

Upon approval of your application, you will be provided with complete instructions for how and when to begin submitting electronic funds transfers.

Depositor Account Information
Sample Check:

880 2259

Pay to the order of: 19

Anytown Bank Center, 1A Street, Anytown USA 80000

Anytown Bank

National Association (303) 000-0000

For **VOID**

⑆ 10 20000 761 ⑆ 101 1234567 ⑆ 2259

↑ Transit and Routing Number 102000076

↑ Bank Account Number 1011234567

↑ Check # 2259